

Library Guides: Communication 1: Introduction to Public Speaking

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REFERENCE BOOKS:

Located on the first floor of the library behind the Reference Desk. These books must remain in the library. Reference books include dictionaries, almanacs and encyclopedias. Specialized or subject encyclopedias (concentrating on a particular subject instead of covering all knowledge) are excellent starting points for research. They are focused on a particular topic, cover the major concepts of the topic, are written by experts in the field, and often have bibliographies or other references. Examples of Reference books in the COS library are as follows:

Subject Encyclopedias: (a small sampling of what is available)

Global Warming in the 21st Century R363.73874 J65

The Digestive System and Digestive Disorders R 616.3003 M666

Eating Disorders and Obesity R 616.8526 E14

The Cambridge World History of Food R 641.309 C178

For Appearance' Sake: The Historical Encyclopedia of Good Looks, Beauty and Grooming R 646.7042 S553

Statistical Abstract of the United States R 317.3 Un58 This resource is also available online at the following URL: <http://www.census.gov/compendia/statab/>

The World Almanac and Book of Facts R 317.3 W927

Online Reference Books:

- [Gale Virtual Reference Library](#) - Gale provides access to 200 reference books. All the books are full-text and cover a wide variety of topics including art, science, literature and much more. All 200 titles can be searched simultaneously or individual titles may be selected. (Cost \$20,000)
- [CredoReference](#) - Credo provide full-text reference books on a wide variety of subjects (Cost \$2500)

CIRCULATING BOOKS: Located on the second floor of the library. Our newest books are, for the most part, in the areas of science and social issues, and current topics, because we try to build the collection to the type of assignments given to students. In the COS Library there is a series of books called "Opposing Viewpoints" which give pro and con arguments on a variety of issues. To find these in the catalog use a "**keyword search**" and type in "**opposing viewpoints**" and change the sort by drop-down box to "**title**".

Another series of books in the COS Library are called "Reference Shelf". To find these books type in a **Keyword search "reference shelf"** and change the sort by drop-down box to "**title**".

Online Books:

- **NetLibrary E-books**: Electronic full-text copies of published print materials, such as reference books, scholarly and popular books. They can be accessed from any computer on campus as well as remotely from home when you set up a user name and password from a campus computer

PERIODICALS INDEXES AND DATABASES: Located on the first floor of the library. Periodicals refer to information printed over a period of time such as magazines, journals and newspapers. These are excellent sources for current and authoritative information. To find an article on a specific topic, it is necessary to use an index.

Indexes are available in paper and electronic formats. The library subscribes to approximately 23 indexes, 300 periodicals and 13 newspapers. For a list of which periodicals and indexes are available at COS click on the link:

<http://www.cos.edu/library/periodicalsalpha.htm> . For periodicals that the COS Library does not have available, there is also the possibility of an Inter-Library Loan from Fresno State University.

ALSO, through the Electronic Resources link, <http://cos.edu/library/electronic.htm>, on the COS Library's Web Site, there are links to the electronic index subscription databases that the library makes available to COS students. Many of these indexes offer full-text articles, which means the entire article will be available even if the library doesn't subscribe to the periodical itself. If a student is off campus, passwords are necessary to access these databases. Passwords are available for COS students at the COS Library Information Desk or by calling the Library at (559) 737-6179.

Search Tips:

- To obtain articles dealing with both sides of your issue, use the following terms: PRO or CON or DEBAT* or DISCUS* or ARGU* or PERSUA* or OPINION* along with your topic's keywords or subject headings.
- To obtain articles containing statistical information dealing with your issue, use some of the following terms: CHART* or GRAPH* or STATIST* or TABLE* or FIGURE* or PERCENT* or NUMBER*

DATABASES FOR CONTEMPORARY ISSUES: The following two databases are full-text:

- **CQ Researcher** - Your complete source on the most current and controversial issues of the day with complete summaries, all the pros and cons, bibliographies and more. (Annual Cost \$523)
- **SIRS (Social Issues Research Series)** - SIRS contains all full-text articles from a variety of newspaper and magazines covering current social issues. (Annual Cost \$1440)

DATABASE FOR SCHOLARLY SOURCES: (These databases are not completely full-text.)

- **Infotrac** - Infotrac provides articles from more than 500 scholarly, trade and general-interest publications, as well as references for The New York Times. The databases integrate core titles in every major academic concentration; area and issue-specific journals; academic journals with application in the professions; and publications with national news coverage and commentary. The time period it covers is current year to date + the previous 3 years. The optional backfile extends coverage as far back as 1980. (Annual Cost \$9,732)

DATABASE FOR A COMBINATION OF SOURCE TYPES:

- **ProQuest** - This mega-database contains 17 databases including: newspapers and magazine/journals (Annual Cost \$19,000)

WEB SITES FOR CONTEMPORARY ISSUES:

- CNN <http://www.cnn.com/>
- National Public Radio <http://www.npr.org/>
- Justice Talking <http://www.justicetalking.org/>
- COS Library Web Sites By Topic: Hot Topics <http://www.cos.edu/library/subject/hottopics.htm>
- Yahoo Issues and Causes http://dir.yahoo.com/Society_and_Culture/Issues_and_Causes/
- Librarian's Index to the Internet: [Society and Social Science](#)
- Education Debate Association <http://www.idebate.org/debatabase/>
- Pros and Cons of Controversial Issues <http://www.procon.org/>

143

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